

CEA



CAREER EXECUTIVE ASSIGNMENT

The Department of Justice is committed to providing Equal Opportunity to all regardless of Race, Color, Creed, National Origin, Ancestry, Sex, Marital Status, Disability, Religious or Political Affiliation, Age, or Sexual Orientation.

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: Department of Justice

POSITION TITLE: Senior Assistant Attorney General, CEA
Criminal Law Division/Correctional Law Section

POSITION LOCATIONS: San Francisco

FINAL FILING DATE: April 11, 2003

DUTIES/RESPONSIBILITIES:

Under the direction of the Chief Assistant Attorney General or a Chief Deputy Attorney General, the Senior Assistant Attorney General plans, organizes, and directs the work of staff including, but not limited to, subordinate attorneys working in the Correctional Law Section; professional staff engaged in legislative affairs, legal research, training activities, and other special projects directed at all levels of government; and law enforcement and allied support personnel involved in the investigation and prosecution of criminal activity. Duties also include representing the Attorney General or testifying before the courts, the Legislature, the Governor's Office, other governmental agencies, and the public; advising the Attorney General on matters of crime which should become the subject of investigation and prosecution; serving as key policy advisor to the Attorney General on legal issues impacting the Department of Justice; and doing other related work.

Minimum Qualifications:

Applicants must be state employees with permanent California State Civil Service status or meet the criteria of Government Code sections 18990 or 18992 and satisfy the following minimum qualifications as follows:

Membership in the State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.) and

Senior Assistant Attorney General, CEA

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Experience: Ten years of experience performing legal duties, four years of which must have been at a level of responsibility equivalent to Deputy Attorney General III. The four years of experience at the Deputy Attorney General III level must be obtained in California State Service. (Applicants who have completed nine and one half years of the required total legal experience and three and one half years of the required experience comparable to the Deputy Attorney General III level may be admitted into the examination but must complete the required ten years total legal experience and the four years of experience at the Deputy Attorney General III level before they will be eligible for appointment.) Experience in the "practice of law" or "performing legal duties" or "legal experience" is defined as only the legal experience acquired after admission to The Bar.

Knowledge of: Scope and character of California statutory law and provisions of the California Constitution, statutes and constitutional provisions governing the organization, duties, powers, and conduct of the work of the Attorney General's Office and the Department of Justice; principles of administrative and constitutional law; rules of evidence and conduct of proceedings in trial and appellate courts in California and the United States and before administrative bodies; organization, functions, and processes of the legislative branch, the State's criminal justice system; legal research methods; methods and problems involved in administering the work of a governmental law office; principles of supervision and personnel management; Department's Equal Employment Opportunity program and the processes available to meet equal employment opportunity objectives.

Ability to: Plan and direct the activities of a staff of lawyers and other technical personnel; coordinate with other sections of the Department and with local jurisdictions; address an audience effectively; analyze difficult and complex legal problems, and apply legal principles and precedents to particular sets of facts; present statements of fact, law and argument clearly and logically in written and oral form; give advice and assistance as a consultant in a particular field of law; analyze and draft proposed legislative measures; handle difficult legal correspondence; establish and maintain effective communications between Legislators, legislative staff members, legislative committees, the Legislative Analyst, professional law enforcement organizations, and other local, state, and federal agencies, and the Department of Justice; win the confidence and respect of members of the legal profession, local law enforcement and criminal justice personnel, and other persons contacted in the course of work; effectively contribute to the Department's equal employment opportunity objectives.

Desirable Qualifications: Knowledge of substantive and procedural law applicable to operation of the section's clients. Practical familiarity with administrative, trial court and appellate court practices and procedures as they pertain to the section's representation of its clients. Ability to prepare and conduct actions and proceedings before courts and administrative bodies; analyze difficult and complex legal problems and apply legal principles and precedents thereto; clearly and logically present statements of fact, law and argument in written and oral form; analyze and draft proposed legislation. Demonstrated leadership ability, planning and supervisory skills, ability to interact positively and effectively with client representatives, subordinates and other members of Attorney General's Office at all levels. Knowledge of policies and operating practices of Attorney General's Office and principles of supervision and personnel management are desirable.

How to Apply:

An application screening process will be conducted by a departmental evaluation committee which will evaluate all applicants on the basis of the qualifications listed in this announcement. Those individuals considered most qualified may be interviewed. The results of this examination may be used for subsequent vacancies in this class within the next 12 months.

All interested applicants must complete a Standard State Application (Form 678) and specify the location for which you are applying. Submit the completed application and resume to the Department of Justice address listed below.

(Mailing Address)

Department of Justice
Testing and Selection Office
Attn: Cheryl A. Hernandez
P.O. Box 944255
Sacramento, CA 94244-2550

(File in Person)

Department of Justice
Testing and Selection Office
Attn: Cheryl A. Hernandez
1300 I Street, 7th Floor
Sacramento, CA 95814

Questions regarding this examination should be directed to Don Hayashida at (916) 324-5043 (ATSS) 454-5043.

*Experience in the "practice of law" or "performing legal duties" or "legal experience" is defined as only that legal experience acquired after admission to The State Bar of California.